



# beforeyoubegin



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[Review the backup process information.](#)

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## Verify Payroll is Completed

# Verify payroll is complete

**Log on to the current year payroll frequency for each frequency used.**

- Ensure that the current school year payroll (final August payroll and August supplemental) is processed and interfaced to Finance prior to performing the August accrual process.
- Do not use the same date for the August payroll and the August accrual posting. **It is recommended** to use 8-31-20XX for the accrual posting date.
- For August TRS-related tasks, review the [August TRS Reporting Process](#) document.
- Print, post, and interface all deduction liability checks.
- Post and interface all transfer transactions on the **Payroll > Utilities > Transfer Transaction Processing** page.
- Ensure that the termination dates and reasons are updated on the [Personnel > Maintenance > Employment Info](#) tab for all employees who are no longer with the LEA.
- For applicable employees, be sure to update responsibility records and auxiliary roles with an end date.

**CAUTION:** If not yet completed, extract teacher service records for all employees.



**Note:** If service records were not extracted before moving 11- and 12-month employees from NYR payroll to CYR, it may be necessary to manually update data such as contract begin and end dates, etc.

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## Verify Monthly Accrual Amounts are Cleared

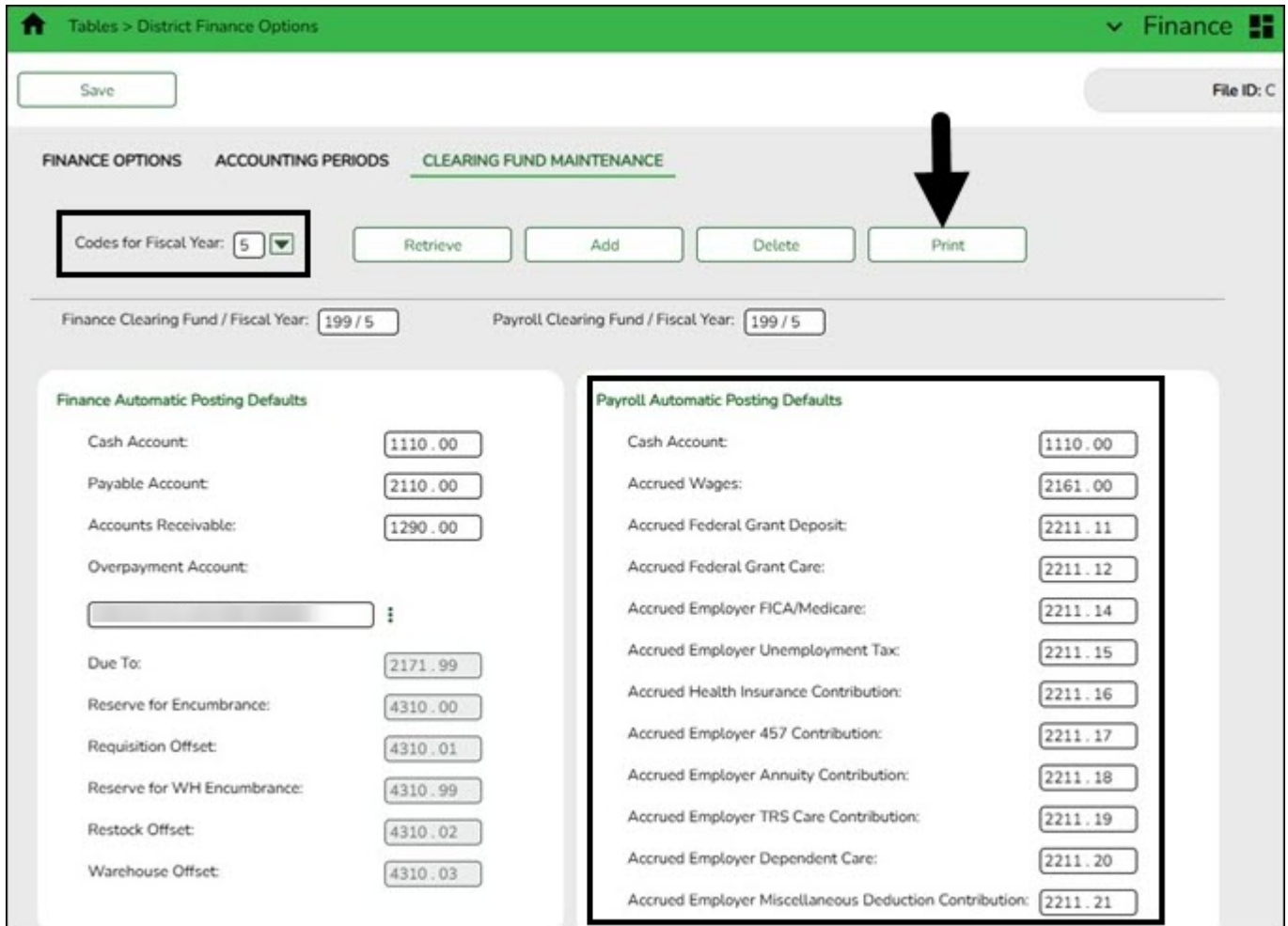
# (For LEAs that accrue monthly) Balance

# accruals in Finance and Payroll

If your LEA accrues monthly, complete the following steps to verify the accurate posting of monthly accruals in both Finance and Payroll. It is critical that both areas agree to ensure accurate reporting of federal funds.

**It is recommended** to balance accruals monthly to help identify and correct any errors. Use the [Payroll > Utilities > Payroll Accrual Variance Extract > Extract](#) to assist you in this process.

[Finance > Tables > District Finance Options > Clearing Fund Maintenance](#)



**Note:** Object codes at your LEA may differ as this is a sample screenshot.

❑ Click **Print** to print the table. You can reference this information each month as the table is rarely updated during the year.

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

Run and print an inquiry for object code 216X (accrued wages).

GENERAL LEDGER INQUIRY   **GENERAL LEDGER ACCOUNT SUMMARY**   EMPLOYEE DISTRIBUTION LIST INQUIRY   OVER EXPENDED ACCOUNT SUMMARY

Processed    Current Period: 08    Next Period: 08    Balance Accounts Only    Include Fund Totals    Exclude Objects 61XX

Fund   Func   Obj   Sobj   Org   -----Prog-----  
Account Code:                                

Date Run:   Inquiry Information for Balance Accounts   Page: 1 of 1  
City Dist:   ISD   File ID: C  
Processed    Current (08)    Next (08)   XXX XX 216X XX XXX X XX X XX

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
198 00 2161 00 000	ACCRUED WAGES PAYBLE				0.00
199 00 2161 00 000	ACCRUED WAGES PAYBLE				0.00
211 00 2161 00 000	ACCRUED WAGES PAYBLE				0.00
224 00 2161 00 000	ACCRUED WAGES PAYBLE				0.00
240 00 2161 00 000	ACCRUED WAGES PAYBLE				0.00

Run and print an inquiry for object code 221X and each sub-object listed in the Clearing Fund Maintenance table (printed above (accrued benefits)). **It is recommended** that you print each sub-object separately to simplify the balancing process. The screenshot shows multiple sub-objects to save space.

The screenshot displays the 'GENERAL LEDGER ACCOUNT SUMMARY' interface. At the top, there are navigation tabs: 'GENERAL LEDGER INQUIRY', 'GENERAL LEDGER ACCOUNT SUMMARY' (selected), 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. Below the tabs are several checkboxes: 'Processed' (checked), 'Current Period: 08' (checked), 'Next Period: 08' (checked), 'Balance Accounts Only' (unchecked), 'Include Fund Totals' (unchecked), and 'Exclude Objects 61XX' (unchecked). The 'Account Code' field is populated with 'XXX XX 221X XX XXX X XX X XX'. There are 'Retrieve' and 'Reset' buttons. Below the input fields is a table with the following data:

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rtzd Revenue/ Expenditure	Balance
199 00 2211 14 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 16 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 19 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 20 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 21 000 00 0 00	ACCRUED EXPENSES				0.00
211 00 2211 11 000 00 0 00	ACCRUED EXPENSES				0.00

[Payroll > Reports > Year To Date Reports > HRS3050 - School Year To Date Report](#)

Generate the report with the following parameters:

Reports > Year To Date Reports > School Year To Date Report Payroll

Preview PDF CSV Clear Options Year: C

Year To Date Reports HRS3050 - School Year To Date Report

- [HRS3000 - Calendar Year To Date Report](#)
- [HRS3050 - School Year To Date Report](#)
- [HRS3100 - YTD Report Workers' Compensation](#)
- [HRS3150 - Annual Payroll Report](#)
- [HRS3200 - YTD Payroll Earnings Register](#)
- [HRS3250 - YTD Account Distribution Journal](#)
- [HRS3300 - YTD Accrual Payroll Account Distribution](#)
- [HRS3325 - YTD Expenditure Payroll Account Distr](#)
- [HRS3350 - Combined YTD Deduction Register](#)
- [HRS3400 - YTD Check Register](#)
- [HRS3450 - YTD Payroll Control Listing](#)
- [HRS3500 - YTD Wage and Earning Statements](#)
- [HRS3550 - School YTD Accrual Payroll Account Distr](#)
- [HRS3600 - Payroll Balancing Report](#)
- [HRS3650 - YTD Special Adjustment Report](#)

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text" value="A"/>
School Year (YYYY)	<input type="text" value="20"/>
Include Job Accrual Detail(s)? (Y/N)	<input type="text" value="N"/>
Select Accrual Code(s), or blank for ALL	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Primary Campus(es), or blank for ALL	<input type="text"/>
Select Extract ID(s), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>

Print or save only the last page of the report.

Date Run:		School YTD (Sept 1 Thru Aug 31 20 )				Program: HRS3050	
Cnty Dist:		ISD				Page: 54 of 54	
Pay Period: 08-01-20 thru 08-31-20		Payrun Date: 08-25-20		Frequency: 6			

Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovtrn Hrs
Emp Nbr	Prim Campus	Ovtrn Grs	Emplr Cont	NTax Allow	NTRS Bs	Bus Allow	Emplr 457	TEA Contr	NT NP Bus	Empl Dep
	Accrual Code	Emplr Care	NPay Bus	Accru Pay	FICA Accru	E HI Acc	E An Acc	457 Accru	TEA Acc	Unemp Acc
	A Fed Dep	A Fed Care	Accru Care	Ret Pensn	Care Surc	New TRS	Misc Ded	A Misc Ded	A 403B FICA	
<b>District Totals:</b>										
Contract Pay		28,982,207.71	Non-TRS Non-Tax Bus Allow				.00	Absence Deduction		.00
Non-Contract Pay		1,386,486.35	Non-TRS Bus Allow				50,900.00	TRS Deposit		2,676,501.22
Supplemental Pay		1,150.00	FICA Tax				.00	Accrued Pay (216X)		.00
Accrued Federal Deposit (11)		.00	Medicare Tax				429,642.59	Unemployment Accrued (15)		.00
Emplr Health Insurance Accrued (16)		.00	FICA/Medicare Accrued (14)				.00	Emplr 457 Accrued (17)		.00
Emplr Annuity Accrued (18)		.00	Accrued Federal Care (12)				.00	Non-TRS Reimbr Excess		.00
Emplr Annuity Contrib		.00	Overtime Gross				.00	Non-TRS Reimbr Base		.00
Emplr 457 Contrib		.00	TEA Health Ins Accrued (16)				.00	Non-Pay Bus Allowance		.00
TEA Health Ins Contrib		.00	Emplr TRS Care Accrued (19)				.00	Non-Tax NPay Bus Allow		.00
Emplr TRS Care Contrib		225,547.62	New TRS Member Contrib				1,786.32	Emplr TRS Care Surcharge		19,260.00
Ret Emplr Pension Surcharge		.00	Emplr Dependent Care				.00	Emplr Dependent Care Accru (20)		.00
Emplr Misc Ded Contrib		.00	Emplr Misc Ded Contrib Accru (21)				.00	Emplr 403B FICA Contrib Accru (18)		.00
End of Report										

**Note:** The numbers in parentheses are the sub-objects that will be compared to the General Ledger Inquiry report in the following step.

Compare the HRS3050 report totals to the General Ledger Inquiry reports.

General Ledger Inquiry Report	School YTD Report	Expenditure Object Code
216X	Accrued Pay	6119 or 6129
221X.11	Accrued Federal Deposit	6146

221X.12	Accrued Federal Care	6146
221X.14	FICA/Medicare Accrued	6141
221X.15	Unemployment Accrued	6145
221X.16	Emplr Health Insurance Accrued + TEA Health Ins Accrued	6142
221X.17	Emplr 457 Accrued	6149
221X.18	Emplr Annuity Accrued	6149
221X.19	Emplr TRS Care Accrued	6146
221X.20	Emplr Dependent Care Accrued	6149
221X.21	Emplr Misc Ded Contrib Accrued	6149

Assuming that only your 10-month employees accrue, the easiest time to complete accrual balancing is after completing the August payroll but before completing the August accruals. At this time, the amounts displayed on the School Year to Date Report and the General Ledger Inquiry liability accounts (216X and 221X.XX) are typically all zeros. Employees who accrue monthly and receive the first payment of their new contract prior to September will have accruals in Finance and the upcoming School Year to Date Report if the **TRS Year** field is selected on the Job info tab. These amounts should be considered during the accrual balancing process. Here are five common scenarios to consider.

Scenario	Accrued amounts from the HRS3050 - School Year To Date Report	Finance General Ledger Accrued Liabilities	Action Needed
1	Zeros	Zeros	None
2	Show amounts	Zeros	Run the Zero School YTD Accruals utility in Payroll and Post to Master only
3	Zeros	Show balances	Compare to upcoming School Year to Date report Add manual entries in Finance as needed
4	Show amounts that match GL	Show amounts that match School Year to Date	Compare to upcoming School Year to Date report Run the Zero School YTD Accruals utility in Payroll and Post to Master and Interface to Finance if needed
5	Show amounts but DO NOT match GL	Show amounts but DO NOT match School Year to Date	Compare to upcoming School Year to Date report Run the Zero School YTD Accruals utility in Payroll and Post to Master Consider Interface to Finance and manual entries in Finance if needed

Review the following scenarios, choose the best fit, then follow the appropriate steps.

**Scenario 1:** The current School Year to Date Report shows zeros for accrued totals and the

liability accounts in Finance are zero.

**Action:** No action required.

**Scenario 2:** The current School Year to Date Report shows amounts for accrued totals but the liability accounts in Finance are zero.

**Action:** In the current year payroll frequency, zero the amounts in Payroll. Post to Master but DO NOT Interface to Finance.

[Payroll > Utilities > Zero School YTD Accruals > Extract](#)

Verify the **School Year** field and click **Retrieve**.

In the **JV Number** field, type ZEROAC.

Verify that the **File ID** field is C.

Employees with School YTD accruals that were not cleared during payoff are displayed on the left side of the page. Use the arrows to move the employees to the right side of the page.

Click **Run**. The Zero School YTD Accruals Extract report is displayed.

- If the process is successful, close the Extract report.
- If there were any errors encountered during the extract, the system displays the Zero

School YTD Accruals Calculation Errors listing. [Review the report.](#)

- **It is recommended** that you clear all errors prior to continuing with the extract process.

[Payroll > Utilities > Zero School YTD Accruals > Reports](#)

Generate and save the reports as needed.

Utilities > Zero School YTD Accruals Payroll

EXTRACT REPORTS POST TO MASTER / INTERFACE TO FINANCE

Zero School YTD Accrual Reports

Gen Rpt	Report
<input checked="" type="checkbox"/>	Accrual Account Distribution Journal by Name
<input checked="" type="checkbox"/>	Accrual Account Distribution Journal by Account Code
<input checked="" type="checkbox"/>	Expense Account Distribution Journal by Name
<input checked="" type="checkbox"/>	Expense Account Distribution Journal by Account Code
<input checked="" type="checkbox"/>	General Journal Report

[Payroll > Utilities > Zero School YTD Accruals > Post to Master/Interface to Finance](#)

Utilities > Zero School YTD Accruals Payroll

EXTRACT REPORTS POST TO MASTER / INTERFACE TO FINANCE

Post Options

Post to Master

Post to Master and Interface to Finance

Transaction Date / Accounting Period

Transaction Date: 08-15-20

File ID: C

Post to Current Acct Period: 08

Post to Next Acct Period: 08

Under **Post Options**, select **Post to Master**.

Click **Post**.

**Scenario 3:** The current School Year to Date Report shows zeros for accrued totals but the liability accounts in Finance have balances.

**Action:** Generate the School Year to Date Report for the upcoming school year.

- If these amounts match Finance, no action needed.
- If these amounts do not match in Finance, enter a JV on the Finance > Postings > Journal Actual tab to match the School Year to Date amounts.

Refer to the above chart to see the expenditure object that ties to each liability. For example, if the accrued FICA/Medicare liability line (object 221X.14) shows a balance of -\$158.56, you will need to debit a payroll expenditure account with an object code of 6141 for \$158.56.

**Scenario 4:** The current School Year to Date Report shows amounts for accrued totals and the liability accounts in Finance have matching amounts.

**Action:** In the current year payroll frequency, use the Payroll > Utilities > Zero School YTD Accruals utility to zero the amounts in Payroll and Interface to Finance so that both are zeroed at the same time.

Complete the same steps listed in Scenario 2 **EXCEPT** on the Post to Master/Interface to Finance tab:

Utilities > Zero School YTD Accruals Payroll

EXTRACT   REPORTS   POST TO MASTER / INTERFACE TO FINANCE

**Post Options**

Post to Master

Post to Master and Interface to Finance

**Transaction Date / Accounting Period**

Transaction Date: 08-15-20

File ID: C

Post to Current Acct Period: 08

Post to Next Acct Period: 08

POST

- Select **Post to Master and Interface to Finance**.
- Enter a **Transaction Date**.
- Select the desired accounting period.
- Click **Post**.

**Scenario 5:** The current School Year to Date Report shows amounts for accrued totals and the liability accounts in Finance show amounts but the amounts do not match.

**Action:** Run the upcoming School YTD report and compare the totals from both School Year to Date reports to Finance. Analyze the report to determine which accrual amounts should remain if any.

In the current year payroll frequency, use [Payroll > Utilities > Zero School YTD Accruals](#) to zero the amounts if needed.

Consider whether Interfacing to Finance will correct the liability balances in Finance.

- If yes, select **Post to Master and Interface to Finance**.
- If no and the differences will be greater, select **Post to Master**. You may need to manually enter additional JVs on the [Finance > Maintenance > Postings > Journal Actual](#) tab to reconcile any remaining differences.

Complete the same steps listed in Scenario 2 and 4 except on the Post to Master/Interface to Finance tab:

- Select **Post to Master** or **Post to Master and Interface to Finance** as needed. If you interface to Finance:
- Enter a **Transaction Date**.
- Select the desired accounting period
- Click **Post**.

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## Verify Accrual Accounts are Zero in Finance

# Verify accrual accounts are zero in Finance

**Log on to the current file ID.**

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

Run a summary inquiry for account codes 216X and 221X to verify that all accrual amounts are cleared (if there are no upcoming year accruals). The accrual amounts from the [Payroll > Reports > Year To Date Reports > HRS3050 - School Year To Date Report](#) should match the Finance accrual accounts.

The screenshot displays the 'GENERAL LEDGER ACCOUNT SUMMARY' screen. At the top, there are navigation tabs: 'GENERAL LEDGER INQUIRY', 'GENERAL LEDGER ACCOUNT SUMMARY' (selected), 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. Below the tabs are several checkboxes: 'Processed' (checked), 'Current Period: 08' (checked), 'Next Period: 08' (checked), 'Balance Accounts Only' (unchecked), 'Include Fund Totals' (unchecked), and 'Exclude Objects 61XX' (unchecked). The 'Account Code' field is populated with: Fund: XXX, Func: XX, Obj: 216X, Sobj: XX, Org: XXX, Prog: X XX X XX. There are 'Retrieve' and 'Reset' buttons. Below the search area, there is a table of results. The table has columns: Account Number, Description, Est Revenue/ Appropriation, Encumbrance, Rlzd Revenue/ Expenditure, and Balance. The results show five rows of 'ACCRUED WAGES PAYBLE' with a balance of 0.00 for each. The table also includes 'Date Run', 'Cnty Dist', and 'Inquiry Information for Balance Accounts' (ISD XXX XX 216X XX XXX X XX X XX). The page number is 'Page: 1 of 1' and the file ID is 'File ID: C'.

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
198 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
199 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
211 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
224 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
240 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00

**(If necessary) Calculate TRS On-Behalf**

**(If necessary) Calculate TRS On-Behalf**

**Log on to the CYR payroll frequency.**

[Payroll > Reports > TRS Reports > HRS4150 - TRS On-Behalf Payment Journal](#)

If you do not post your TRS On-Behalf on a monthly basis:

- Calculate your TRS On-Behalf for the year.
- Verify On-Behalf revenue and expenditures are posted for 12 months.

This report must be processed and interfaced after the TRS 373 Stat. Min. report is interfaced to Finance.

Generate the HRS4150 - TRS On-Behalf Payment Journal report to calculate the TRS On-Behalf

payments, create a journal, and interface the amounts to Finance.

Parameter Description	Value
From Pay Date (MMDDYYYY)	XXXXXXXX
To Pay Date (MMDDYYYY)	XXXXXXXX
Single Revenue Account per Selected fund? (Y/N)	Y
Interface Transaction Date (MMDDYYYY)	0831
Finance Accounting Period (01-12)	08
Select Frequency(ies), or blank for ALL	
Expenditure Account Code (Enter fund, func, obj (6144), sobj, org, pgm)	199
Select one Distribution Error Account Code	199
Additional Matching Amount	

☐ Enter the necessary parameters and generate the report.

☐ Click **Interface to Finance**. The following message is displayed.

☐ Click **OK**.

These are just suggested codes, review your general ledger to verify what codes have been budgeted. It is acceptable under GASB Statement No. 24 for ALL of the “On-Behalf” payments to be charged to the general fund by function. Reference Item 5 section 1.3.3.2 of the [Financial Accountability System Resource Guide \(FASRG\)](#).

## (If necessary) Verify Service Records

## Clear EOY Accrual Data

# Clear EOY accrual data

**Log on to the CYR payroll frequency.**

[Payroll](#) > [Next Year](#) > [Copy CYR Tables to NYR](#) > [Clear Next Year Tables](#)

Select only the **Clear EOY Accrual Data Only** field.



**IMPORTANT:** Do not move any tables from the left side to the right side of the page.

Click **Execute** to clear the prior year accrual calculations.

## Verify Fund to Grant Information

# Verify fund to grant information

[Personnel](#) > [Tables](#) > [Salaries](#) > [Fund to Grant](#)



**IMPORTANT:** All applicable federal grants must have a fund to grant code listed in the **TRS Grant Cd** field on this tab. If not, TRS federal grant care and TRS federal grant deposit amounts **will not** be calculated for that specific fund during payroll.

Verify that the applicable federal grant funds (200-300) have a two-digit TRS grant code.

**Exception:** If using the TRS Child Nutrition worksheet for TRS reporting, the child nutrition fund should NOT have a grant code assigned.

The screenshot shows a web application interface for managing salaries. The breadcrumb trail is 'Tables > Salaries'. The current tab is 'FUND TO GRANT'. There are navigation buttons for 'LOCAL ANNUAL', 'HOURLY/DAILY', 'EXTRA DUTY', 'FUND TO GRANT', 'STATE MINIMUM', 'SUBSTITUTE', and 'MIDPOINT'. Below the tabs, there are 'Records' controls including a 'Fund' dropdown menu set to 'All', and 'Retrieve' and 'Print' buttons. A table displays the following data:

Fund	Fund Description	TRS Grant Cd
183	UIL DISTRICT CHAIR	
198	ACADEMY/SUMMER CAMP	
199	GENERAL FUND	
211	ESEA TITLE I PART A&D	36
224	IDEA PART B FORMULA	36
225	IDEA B PRESCHOOL	36
226	IDEA PART B DISCRETIONARY	36
240	FOOD SERVICE	
244	CAREER & TECH BASIC GRANT	36
255	ESEA TITLE II PART A	36
263	TITLE III PART A	36

At the bottom of the table, there are pagination controls: 'First', '1 / 3', and 'Last'.

## Verify Next Year TRS Rates

# Verify/update next year TRS rates

**Log on to the NYR payroll frequency.**

[Payroll > Tables > Tax/Deductions > TRS Rates](#)

Update the TRS rates.



**CAUTION:** Be sure to retrieve the 2026 school year data prior to updating this tab.





**IMPORTANT:** Be sure to visit the TRS website:

[https://www.trs.texas.gov/Pages/re\\_contribution\\_rates.aspx](https://www.trs.texas.gov/Pages/re_contribution_rates.aspx) to obtain the updated rates for the next school year, and then return to this table to update the new rates.

EXEMPTIONS	INCOME TAX	FICA TAX	UNEMPLOYMENT	TRS RATES	ANNUITY RATES	WORKERS' COMP	DEDUCTION CD
				Member Retirement Contribution:			
				Member Care Contribution:			
				State Contribution:		Employer Paid: <input type="checkbox"/>	
				Federal TRS Care:			
				RE TRS Care Contribution:			

To create a new TRS rates record:

- Type the new year (2026) and click **Retrieve**. A message is displayed indicating that the new record is populated based on the prior year's (2025) TRS rates record.
- Complete the applicable fields.
- Click **Save**.

## Verify the Accrual Code, Accrual Rate, Daily Rate, and Contract Begin Date

## Verify next year payroll information

**Log on to the NYR payroll frequency.**

[Payroll > Reports > User Created Reports](#)

Reports > User Created Reports Payroll

Save Create Report Delete Reset Year: N

Report Template  
  Public Retrieve Directory

Report Title

Employee Nbr:   Active Employees Only

Employee Demographic

<input checked="" type="checkbox"/> Employee Nbr	<input type="checkbox"/> Staff ID/SSN	<input type="checkbox"/> Maiden Name	<input type="checkbox"/> Phone Area Cd	<input type="checkbox"/> Last Change Date	<input type="checkbox"/> Emer Contact	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> Texas Unique Staff ID	<input type="checkbox"/> Address Number	<input type="checkbox"/> Former Prefix	<input type="checkbox"/> Phone Nbr	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Relationship	<input type="checkbox"/> American Indian
<input type="checkbox"/> Name Prefix	<input type="checkbox"/> Street/P.O. Box	<input type="checkbox"/> Former First Name	<input type="checkbox"/> Bus Phone Area	<input type="checkbox"/> Marital Stat	<input type="checkbox"/> Emer Notes	<input type="checkbox"/> Asian
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Apt	<input type="checkbox"/> Former Middle Name	<input type="checkbox"/> Bus Phone Nbr	<input type="checkbox"/> Other Language	<input type="checkbox"/> Emer Area Cd	<input type="checkbox"/> African American
<input type="checkbox"/> Middle Name	<input type="checkbox"/> City	<input type="checkbox"/> Former Last Name	<input type="checkbox"/> Bus Ext	<input type="checkbox"/> Local Use 1	<input type="checkbox"/> Emer Phone Nbr	<input type="checkbox"/> Pacific Islander
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> State	<input type="checkbox"/> Former Generation	<input type="checkbox"/> Cell Area Cd	<input type="checkbox"/> Local Use 2	<input type="checkbox"/> Emer Ext	<input type="checkbox"/> White
<input type="checkbox"/> Generation	<input type="checkbox"/> Zip	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Cell Phone Nbr	<input type="checkbox"/> Email		
<input type="checkbox"/> Sex	<input type="checkbox"/> Zip+4	<input type="checkbox"/> DL State	<input type="checkbox"/> Local Restriction	<input type="checkbox"/> Home Email		
<input type="checkbox"/> DOB	<input type="checkbox"/> Addr Country	<input type="checkbox"/> DL Expir Date	<input type="checkbox"/> Public Restriction	<input type="checkbox"/> Employee Notes		

Job Information

<input type="checkbox"/> Job Code	<input type="checkbox"/> Percent Assigned	<input type="checkbox"/> Payoff Date	<input type="checkbox"/> Pay Grade	<input checked="" type="checkbox"/> Daily Rate	<input type="checkbox"/> Overtime Eligible	<input type="checkbox"/> Workers' Comp Cd
<input type="checkbox"/> Job Descr	<input type="checkbox"/> Department	<input checked="" type="checkbox"/> Nbr Days Employed	<input type="checkbox"/> Pay Step	<input type="checkbox"/> Hrly Rate	<input type="checkbox"/> Overtime Rate	<input type="checkbox"/> Workers' Comp Annual
<input type="checkbox"/> Primary Job	<input type="checkbox"/> Pay Type	<input type="checkbox"/> Nbr Days in Contract	<input type="checkbox"/> Pay Schedule	<input type="checkbox"/> Pay Rate	<input type="checkbox"/> Hours/Day	<input type="checkbox"/> Workers' Comp Remain
<input type="checkbox"/> Prim Campus	<input type="checkbox"/> Calendar Code	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/> State Step	<input type="checkbox"/> Base Annual	<input type="checkbox"/> TRS Position Cd	<input type="checkbox"/> Exempt Status
<input type="checkbox"/> Campus Name	<input checked="" type="checkbox"/> Contract Begin Dt	<input type="checkbox"/> Nbr of Annual Pymts	<input type="checkbox"/> Contract Total	<input checked="" type="checkbox"/> Accrual Cd	<input type="checkbox"/> State Minimum Salary	<input type="checkbox"/> Incr Pay Step
<input type="checkbox"/> Nbr Mon Contr	<input type="checkbox"/> Contract End Dt	<input type="checkbox"/> Remaining Pymts	<input type="checkbox"/> Contract Balance	<input checked="" type="checkbox"/> Accrual Rate	<input type="checkbox"/> TRS Year	<input type="checkbox"/> Vacant Position
<input type="checkbox"/> Yrs of Job Exper	<input type="checkbox"/> Yrs in Career Ladder	<input type="checkbox"/> Wkly Hrs Sched	<input type="checkbox"/> Wholly Sep Amt	<input type="checkbox"/> Reg Hrs Worked	<input type="checkbox"/> Retiree Exception	

These fields are maintained on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

Maintenance > Staff Job/Pay Data Payroll

Save

Employee: 000006 : ACHIMON, AARON JAY Retrieve Directory

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0178 - WWV REG ED TEACHER	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 Add

Primary Campus: 107 ASCENDER 107 Elementary  
Dept:

**Contract Info**

Pay Type: 1 Contracted employee Pay Grade: 10T Pay Step: 22 Sched: Max Days: 187 Hrs Per Day: 0.000 Incr Pay Step:

Total: 61,800.00 Balance: 61,800.00 # of Annual Pymts: 12 Remaining Pymts: 12 Concept: Use annual salary table

# of Months in Contract: 10 State Min Days: 187 Valid basic days in contract Base Annual: 61,800.00 Calculate

**Daily Rate:** 330.481 = Contract Total: 61,800.00 / # of Days Empld: 187 # Days Off: 0.0 Vacant Job:

Pay Rate: 5,150.00 = Contract Total: 61,800.00 / # Annual Pymts: 12 Payoff Date: 08-25-2026 Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 OVTM Elig:  OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status:  EEOC: 05 Elem classrm teach

**State Info**

State Step: 20 Yrs in Career Ladder: TRS Year:  TRS Member Pos: 02 Teacher, Librarian Wholly Sep Amt: 0.00

State Min Salary: 54,540.00 = Foundation Daily Rate: 291,658 X % Assigned: 100% X # of days Empld: 187 Retiree Exception:

**Calendar/Local Info**

Calendar Cd: 09 - 187 DAYS : **Begin Date:** 08-11-2025 End Date: 05-29-2026 **# of Days Empld:** 187 Exclude Days for TEA:

Years Job Exp:  Local Contract Days: 197

**Workers' Comp Info**

WC Code: A PROFESSIONALS 0.000058 WC Ann Pymts: 10 WC Remain: 10

**Accrual Info**

Code: B : Accrual Rate: 330.481 = Total: 61,800.00 / # of Days Empld: 187

For employees who **do** accrue monthly:

- Verify the accrual code, accrual rate, daily rate, and contract begin date for each employee.
- Verify that each employee that should accrue monthly has an accrual code.
- Verify that each employee with an accrual code has an accrual rate.
- Verify that the accrual rate matches the daily rate.
- Verify if each accrual code has the correct number of days employed.
- If you have two employees with the same contract begin date and one needs to accrue and the other does not, make a note to serve as a reminder that the applicable employee should be excluded from calculations during the August Accrual process.

For employees who **do not** accrue monthly:

- Verify that the contract begin date and new daily rate are accurate for the new year.
- Verify that the employee **does not** have an accrual code or accrual rate.

Use the [Payroll > Tables > Accrual Calendars > Accrual Calendar](#) page to verify pay dates and days

worked.